

MT Business Requirements



The Structure of Your Business Each of these business structures has certain advantages and disadvantages. They should be weighed to reflect your specific circumstances, goals, and needs.

◆ Sole proprietorship ◆ Corporation ◆ Partnership ◆ Limited Liability (LLC)

Contact an attorney and an accountant. Owning a business is a large responsibility and as a business owner, you need to make sure your business is in compliance with the below agencies.

Register a business, file a trademark or trade name

Secretary of State
State Capitol
Helena, MT 59620
406-444-2034

You can register on on-line at:
www.sos.mt.gov

Montana does not issue general business licenses Apply for Professional Licenses as necessary. The State of Montana requires that certain professions be licensed, i.e.: plumber, electrician. To determine if you need to obtain a professional license, contact:

Department of Labor & Industry
Professional and Occupational Licensing Bureau
406-841-2300

mt.gov/dli/bsd

Apply for a Tax Identification Number

The Internal Revenue Service requires that each business have a tax identification number. To obtain information on receiving a tax identification number, call

1-800-829-1040 or 1-800-829-3676

www.irs.gov/businesses/small

Identify Unemployment Insurance

All businesses which have employees must participate in order to protect employees from loss of employment through no fault of their own.

Department of Labor & Industry
1327 Lockey, Walt Sullivan Bldg
PO Box 8020
Helena, MT 59604-8020
406-444-3834

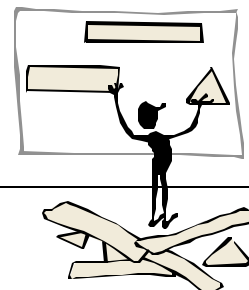
www.uid.dli.mt.gov

Register for Workers Compensation Insurance

All businesses which have employees must carry this insurance to cover on the job injuries. Contact a private insurer or

Montana State Fund
P.O. Box 4759
Helena, MT 59604-4759
1-800-332-6102 or 406-444-6500

You can register on line at:
www.montanastatefund.com



Identify State Taxeswww.mt.gov/revenue

Department of Revenue
Mitchell Building
Helena, MT 59620
1-800-550-1513 or 406-444-6900

Federal Business Tax Forms:www.irs.gov/businesses/small**Local Licensing Requirements**

Requirements change from time to time. Always contact City Hall for updates. Presently, the cities of Whitefish, Columbia Falls and Libby require a city license.

- Kalispell: 406-758-7700
- Columbia Falls: 406-892-4340
- Whitefish: 406-863-2400
- Libby: 406-293-2731

County requirements can vary. Contact County Clerk's Offices at the following locations:

- Flathead: 406-758-5688
- Lincoln: 406-293-7781
- Lake: 406-883-7208
- Sanders: 406-827-6922

Flathead County *only* issues licenses of a temporary nature (a week at a time) to temporary businesses outside the city limits.

Zoning and Building Permits Check with appropriate city or county zoning office to make certain that the use proposed for the building is approved.

- Flathead County: 406-751-8200
- Tri City Planning: 406-751-1850
- Kalispell Zoning: 406-758-7739
- Whitefish Zoning: 406-863-2410
- Lincoln County Planner: 406-293-7781
- Lake County Planning Dept: 406-883-7235

Safety in the Workplace

Safety and Health Bureau
PO Box 1728
Helena, MT 59624
406-444-6401

www.montanafety.com

Occupational Safety & Health Administration
2900 4th Avenue North, Suite 303
Billings, MT 59101
406-247-7494

www.osha.gov

Liability and General Business Insurance Insurance is necessary to protect business and/or personal assets. Contact a local insurance agent for your business insurance needs.

Wage & Hour and Fair Labor Standards: Nearly all businesses are subject to federal minimum wage, overtime and child labor requirements.

Department of Labor & Industry
Wage and Hour Unit
PO Box 6518
Helena, MT 59604
406-444-5600

www.mtwagehourbopa.com